TRANSCRIPT OF THE JULY 20, 2020 MEETING OF THE RED JACKET COMMUNITY LIBRARY

1

**00:00:09.510 --> 00:00:09.780**

**Lisa Schaertl: Our annual meeting, I’ll call the meeting to order at 7:05.**

2

00:00:12.509 --> 00:00:18.810

Lisa Schaertl: This meeting is taking place remotely via video conference in accordance

3

00:00:18.870 --> 00:00:19.890

Lisa Schaertl: With the governor's executive

4

00:00:19.890 --> 00:00:20.250

Lisa Schaertl: Order

5

00:00:20.340 --> 00:00:23.970

Lisa Schaertl: 202.48 extending emergency adjustments

6

00:00:23.970 --> 00:00:27.150

Lisa Schaertl: to the Open Meetings Law in response to the COVID 19 pandemic.

7

00:00:27.480 --> 00:00:38.370

Lisa Schaertl: The public has the ability to view or listen to this meeting proceeding online through links posted on our public website. This meeting is being recorded. A transcript of the meeting will be posted on the library website

8

00:00:38.400 --> 00:00:42.000

Lisa Schaertl: in addition to the Minutes. Secretary can you do the Roll call, please.

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00:00:42.870 --> 00:00:58.080

Peggy: Yes. Lisa Schaertl, Pat Ayers, Andrea Tillinghast, Randy Ott, Jill Perssson, Kim Sutter, Dustine Mott, Jan Boor. Did I miss anybody?

Randy Ott: just you

Peggy: just me. Peggy Sutton.

10

00:00:58.380 --> 00:01:00.000

Patricia Ayres: Yes. Okay.

11

00:01:00.150 --> 00:01:03.660

Lisa Schaertl: And Dustin Mott is a guest and

12

00:01:04.320 --> 00:01:04.950

Lisa Schaertl: at this point

13

00:01:06.420 --> 00:01:07.350

Lisa Schaertl: For a few more minutes.

14

00:01:08.490 --> 00:01:13.260

Lisa Schaertl: Um, the agenda has been posted. Andrea are you going to screen sharing or do you want me to?

15

00:01:14.550 --> 00:01:15.270

Andrea Tillinghast: I can do that. Yep.

16

00:01:18.540 --> 00:01:22.200

Lisa Schaertl: Are there any changes or additions or questions about the agenda?

17

00:01:25.380 --> 00:01:25.770

Peggy: No

18

00:01:32.190 --> 00:01:39.510

Lisa Schaertl: Can I have a motion to approve the, I guess we don't really move to approve the agenda. So with no questions or comments or additions to the agenda, I will

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00:01:40.350 --> 00:01:56.460

Lisa Schaertl: Move that, or I will declare the agenda approved. So minutes from the July 9 2019 annual meeting were posted. Everyone, all the trustees, have had a chance to review those. Are there any corrections to those minutes?

20

00:01:59.220 --> 00:02:05.280

Patricia Ayres: Hearing that none, I move that we approve the minutes of the July annual meeting.

21

00:02:06.510 --> 00:02:07.980

Lisa Schaertl: Other any questions or discussion.

22

00:02:09.810 --> 00:02:10.620

Lisa Schaertl: All in favor.

23

00:02:11.580 --> 00:02:12.750

Kimberly Sutter: Aye. Aye.

24

00:02:13.380 --> 00:02:14.580

Lisa Schaertl: Is there anyone opposed?

25

00:02:17.190 --> 00:02:27.330

Lisa Schaertl: The Minutes are approved. Um, I have an announcement. Normally this would take place at a regular business meeting, but we haven't had one since the vote, so I will announce that

26

00:02:27.960 --> 00:02:37.890

Lisa Schaertl: With 865 ballots cast the voters approved a tax levy increase for the red jacket community library by a vote of 574 to 291.

27

00:02:38.460 --> 00:02:54.330

Lisa Schaertl: Trustee election results are Jacob Maslin 621 votes, Dustine Mott 502, and Angelina “Neng” Marquez has 370. So at this point, we'll move to swearing in of the newly elected trustee Dustine Mott.

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00:02:58.290 --> 00:03:03.660

Lisa Schaertl: Andrea, could you go to, there's a folder that has the oath of office.

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00:03:04.260 --> 00:03:04.620

Andrea Tillinghast: Mm hmm.

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00:03:07.050 --> 00:03:08.190

Lisa Schaertl: In the meeting documents.

31

00:03:09.300 --> 00:03:09.570

Andrea Tillinghast:Yep.

32

00:03:12.180 --> 00:03:14.910

Lisa Schaertl: Oh, it's right there. It's not a folder. It's public officer oath.;

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00:03:16.380 --> 00:03:18.870

Lisa Schaertl: Dusty, will you please read this oath of office.

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00:03:21.270 --> 00:03:22.830

Dustine: Oh, super tiny. But, sure.

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00:03:24.660 --> 00:03:39.510

Dustine: I do solemnly swear that I will support. Thank you. The Constitution, of the United States and the Constitution of the State of New York. And that I will faithfully discharge the duties of the office of Trustee of the red jacket community library.

36

00:03:42.720 --> 00:03:44.400

Dustine: According to the best of my ability.

37

00:03:46.260 --> 00:03:47.070

Lisa Schaertl: Okay, thank you.

38

00:03:48.150 --> 00:03:59.760

Lisa Schaertl: You need to print and sign this oath of office and have it notarized, you can do that at the bank or at a couple other places and

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00:04:01.260 --> 00:04:04.770

Lisa Schaertl: give it to the library. You can put it in the Dropbox at the library.

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00:04:06.210 --> 00:04:06.990

Andrea Tillinghast: Mm hmm. Okay.

41

00:04:07.530 --> 00:04:09.120

Lisa Schaertl: So you're sworn in as a trustee.

42

00:04:10.440 --> 00:04:10.830

Dustine: Thank you.

43

00:04:12.450 --> 00:04:13.530

Lisa Schaertl: We're excited to have you.

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00:04:14.760 --> 00:04:18.990

Lisa Schaertl: It’s been a long time coming. Going back to the agenda.

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00:04:22.080 --> 00:04:39.540

Lisa Schaertl: Jacob Maslin, who was elected a trustee, has declined to serve due to a conflict. So I announce that we have a vacancy on the board of trustees. That vacancy will be filled by appointment at our next regular meeting according to our bylaws.

46

00:04:40.980 --> 00:04:50.730

Lisa Schaertl: Moving on to the election of officers. There was a slate of officers nominated at the June meeting: President Lisa Schaertl, vice president Pat Ayres and Secretary Peggy Sutton.

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00:04:56.370 --> 00:04:57.840

Lisa Schaertl: Can we have a motion.

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00:05:00.150 --> 00:05:01.710

Patricia Ayres: Somebody besides me should do it.

49

00:05:01.860 --> 00:05:04.800

Jill Persson: I'll do it, the motion.

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00:05:07.650 --> 00:05:09.750

Randy: Oh, I was that Jill's going to make it?

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00:05:09.780 --> 00:05:14.820

Jill Persson: Yeah, I was gonna say, I'll make I'll make the motion to accept the slate of officers for the next year.

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00:05:17.670 --> 00:05:18.060

Lisa Schaertl: So,

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00:05:18.210 --> 00:05:24.000

Lisa Schaertl: We have a motion to appoint the elect the slate of officers nominated at the June meeting.

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00:05:25.080 --> 00:05:26.190

Lisa Schaertl: All in favor

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00:05:26.940 --> 00:05:27.960

Kimberly Sutter (and others): Aye. Aye.

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00:05:28.350 --> 00:05:29.190

Lisa Schaertl: Are there opposed

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00:05:30.840 --> 00:05:31.590

Lisa Schaertl: Motion carries.

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00:05:33.300 --> 00:05:45.630

Lisa Schaertl: I’ll announce the committee assignments. Personnel Committee will be Jill Persson, Kim Sutter and Pay Ayres. Policy is myself Lisa Schaertl, Randy Ott and Peggy Sutton. Facilites Pat Ayres, Randy Ott,

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00:05:46.860 --> 00:06:01.500

Lisa Schaertl: Jessica Oliver. Finance and audit Randy Ott, Jessica Oliver, Dustine Mott. Planning Peggy Sutton and myself. And as we come closer to the time that we're starting the planning, I will recruit more people for that committee. And the nominating committee Pat Ayres and Kim Sutter.

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00:06:02.670 --> 00:06:04.800

Lisa Schaertl: Any questions or corrections.

61

00:06:06.180 --> 00:06:06.480

Okay.

62

00:06:08.520 --> 00:06:10.770

Lisa Schaertl: We would like to appoint a claims reviewer.

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00:06:17.940 --> 00:06:23.010

Patricia Ayres: I move to appoint Randy Ott to be our claims reviewer.

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00:06:23.550 --> 00:06:29.460

Lisa Schaertl: We have a motion by Pat Ayers to appoint trustee Randall Ott as our claims reviewer. Is there any question or discussion?

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00:06:31.530 --> 00:06:32.220

Lisa Schaertl: All in favor.

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00:06:32.790 --> 00:06:33.930

Dustine (and others): Aye. Aye.

67

00:06:35.970 --> 00:06:37.260

Lisa Schaertl: Motion carries. Thank you Randy.

68

00:06:38.790 --> 00:06:50.610

Lisa Schaertl: All right, next we have designation of a bank and check signers. This is a shortened version of the full resolution appointing, or naming Canandaigua National Bank as our bank.

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00:06:51.180 --> 00:06:59.100

Lisa Schaertl: Since we haven't changed the designated check signers since the last one was filed we don't, CNB said we don't need the full one

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00:07:00.300 --> 00:07:01.830

Lisa Schaertl: But I guess you've got the full one,

71

00:07:07.920 --> 00:07:11.580

Lisa Schaertl: Andrea. Is there something, is there a shorter one on there on the drive?

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00:07:12.900 --> 00:07:13.260

Andrea Tillinghast: Is there?

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00:07:14.910 --> 00:07:15.840

Randy: I think this is it.

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00:07:17.760 --> 00:07:20.250

Andrea Tillinghast: This is the same as the one that we used last year.

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00:07:20.760 --> 00:07:29.220

Lisa Schaertl: So we'll, we'll go ahead and do the full resolution. This resolution is the wording that is required by Canandaigua National Bank to designate them as our

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00:07:30.120 --> 00:07:46.140

Lisa Schaertl: depository. And it's got all of the details about our relationship with them. And the important part is the third paragraph there. These are the people who may sign checks for the library: Andrea, the director; the President and the Vice President can sign checks.

77

00:07:47.670 --> 00:07:51.420

Lisa Schaertl: Actually, Peggy, we need to add Pat Ayres’ title in there.

78

00:07:57.360 --> 00:08:01.500

Lisa Schaertl: So can we have a motion to

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00:08:03.810 --> 00:08:08.610

Randy: Yeah, I so move with the addition of Pat's title as vice president.

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00:08:10.110 --> 00:08:28.110

Lisa Schaertl: And I'm not going to read this entire motion. It's there for public record so on a motion by Randy - We don't second motions - we certify that we appoint Canandaigua National Bank as our as our bank and list the three check signers. Is there any discussion.

81

00:08:31.800 --> 00:08:33.210

Lisa Schaertl: Okay, all in favor

82

00:08:34.020 --> 00:08:34.290

(several): Aye.

83

00:08:35.730 --> 00:08:36.120

Lisa Schaertl: Opposed?

84

00:08:37.140 --> 00:08:38.130

Peggy: Aye. I was in favor

85

00:08:42.510 --> 00:08:48.870

Lisa Schaertl: Okay. The motion carries. And the full text of that motion, Peggy, should be entered into the Minutes.

86

00:08:51.030 --> 00:09:05.850

Lisa Schaertl: Oh, there's the - okay - next, the tax cap override for 2021-2022. Now this is something we do at our annual meeting and have just approved our 2020 2021 budget and when

87

00:09:06.720 --> 00:09:13.950

Lisa Schaertl: Next year comes around will be preparing and submitting a budget to the voters and it is possible that

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00:09:14.490 --> 00:09:23.850

Lisa Schaertl: When we do that we may exceed the tax cap imposed by state law and in order to allow that we have to have a resolution by roll call vote that says

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00:09:24.090 --> 00:09:38.850

Lisa Schaertl: We agree that we may do that. This is not a motion to exceed the cap the tax cap limit. It's a motion that says we might. So at our annual meeting, we have this motion. Can I call on someone to make this proposed motion?

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00:09:42.540 --> 00:09:43.440

Randy: Yeah, I move to

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00:09:46.110 --> 00:09:51.960

Randy: To enact the tax cap override for 2021 2022

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00:09:52.650 --> 00:09:53.910

Lisa Schaertl: Okay, so we have a motion.

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00:09:55.140 --> 00:10:09.840

Lisa Schaertl: By Randy Ott that the adoption of the 2021 2022 budget for the red jacket community library may require a tax levy increase that exceeds the cap tax cap imposed by state law, as outlined in General Municipal Law Section 3-C adopted in 2011

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00:10:10.230 --> 00:10:19.860

Lisa Schaertl: And general municipal last section 3-C expressly permits the library board of trustees to override the tax levy limit by a resolution approved by a vote of 60% of qualified board members.

95

00:10:20.280 --> 00:10:32.130

Lisa Schaertl: So we have a motion that the Board of Trustees of the red jacket library vote to exceed the tax levy limit for 2021 2022 on motion by Randy Ott and roll call vote: Pat Ayres

96

00:10:32.940 --> 00:10:34.770

Pat Ayres: Aye

Lisa Schaertl: Peggy Sutton.

97

00:10:37.020 --> 00:10:37.470

Peggy: Aye

98

00:10:38.580 --> 00:10:39.180

Lisa Schaertl: Randy Ott

99

00:10:39.690 --> 00:10:40.110

Randy: Aye

100

00:10:41.160 --> 00:10:41.820

Lisa Schaertl: Jill Persson

Jill Persson: Aye

101

00:10:42.510 --> 00:10:48.060

Lisa Schaertl: Lisa Schaertl, Aye. Jessica Oliver is not in attendance. Kim Sutter.

Kim Sutter: Aye

102

00:10:48.540 --> 00:10:50.190

Lisa Schaertl: And Dusty Mott .

103

00:10:50.940 --> 00:10:51.330

Dusty: Aye.

104

00:10:52.380 --> 00:10:54.450

Randy: Jessica will be recorded as a Nay.

105

00:10:56.130 --> 00:10:56.550

Lisa Schaertl: What's that?

106

00:10:56.850 --> 00:10:58.500

Randy: Jessica should be recorded as an Nay.

107

00:10:58.590 --> 00:11:01.020

Lisa Schaertl: Jessica is recorded as a nay because she's not here. Thank you.

108

00:11:01.560 --> 00:11:09.240

Peggy: Good. Did you need a second name because you wrote, On a motion by, you have one name and a second and then a roll call, though.

109

00:11:10.170 --> 00:11:14.970

Lisa Schaertl: we don't do seconds anymore Peggy, so you can strike that “and second by”

110

00:11:17.670 --> 00:11:20.160

Lisa Schaertl: As a small board we're not required to second motions.

111

00:11:21.600 --> 00:11:22.800

Lisa Schaertl: Okay, so. That motion carries.

112

00:11:24.150 --> 00:11:26.040

Lisa Schaertl: Next we have our holiday schedule

113

00:11:26.130 --> 00:11:28.260

Lisa Schaertl: of closings for 2021

114

00:11:31.320 --> 00:11:46.050

Lisa Schaertl: The director has proposed the floating holidays. The three floating holidays to be the day after Thanksgiving, Christmas Eve and New Year's Eve. And one of the things that we do at our annual meeting is approve this calendar. According to our

115

00:11:47.100 --> 00:11:56.820

Lisa Schaertl: policy we are closed during the 10 federal holidays and three floating holidays. Can I have a motion to accept that calendar of holiday closings.

Peggy: I move to accept it.

116

00:12:00.090 --> 00:12:06.210

Lisa Schaertl: Peggy has a motion to approve the schedule of closings for 2021, is there any discussion.

117

00:12:08.760 --> 00:12:09.570

Lisa Schaertl: All in favor.

118

00:12:10.410 --> 00:12:11.490

Dustine (and others): Aye. Aye.

119

00:12:11.880 --> 00:12:12.780

Lisa Schaertl: Are there any opposed.

120

00:12:15.150 --> 00:12:15.900

Lisa Schaertl: None opposed. Motion carries.

121

00:12:17.100 --> 00:12:34.170

Lisa Schaertl: Finally, we have our Board of Trustees calendar. The Board of Trustees meets the third Monday of the month at 7pm on these dates. January 25 and February 22 are the fourth Monday, since the third Monday is a as a federal holiday and the library is closed.

122

00:12:38.550 --> 00:12:40.590

Lisa Schaertl: Can I have a motion to approve this calendar.

123

00:12:42.210 --> 00:12:45.330

Patricia Ayres: I move that we approve the trustee calendar as written.

124

00:12:46.920 --> 00:12:48.660

Lisa Schaertl: Is there any question or discussion.

125

00:12:51.060 --> 00:12:51.750

Lisa Schaertl: All in favor.

126

00:12:52.560 --> 00:12:53.520

Dustine (and others): Aye. Aye.

127

00:12:53.940 --> 00:12:54.630

Lisa Schaertl: Opposed.

128

00:12:56.850 --> 00:13:09.210

Lisa Schaertl: None. The motion carries. And then just an informational note that the policy committee typically meets the week prior to the board meeting on Mondays at seven and the Finance Committee typically meets the week after the board meeting on Mondays at seven.

129

00:13:10.260 --> 00:13:11.280

Lisa Schaertl: Right, so that

130

00:13:12.570 --> 00:13:14.520

Lisa Schaertl: Is everything on our agenda for the annual meeting.

131

00:13:15.900 --> 00:13:18.450

Lisa Schaertl: I call the meeting adjourned at 7:18

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00:13:21.480 --> 00:13:22.110

Patricia Ayres: Job.

133

00:13:22.170 --> 00:13:23.850

Jill Persson: Wonderful. Awesome.

134

00:13:26.490 --> 00:13:32.220

Lisa Schaertl: That meeting is adjourned. And we're going to proceed immediately to our regular July meeting welcome Neng, how are you?

135

00:13:32.370 --> 00:13:33.540

Neng Marquez: Yeah, fine.

136

00:13:37.590 --> 00:13:38.340

Lisa Schaertl: I'll call

**137**

**00:13:39.720 --> 00:13:41.430**

**Lisa Schaertl: I’ll call our regular meeting to order at 7:18.**

138

00:13:42.630 --> 00:13:47.460

Lisa Schaertl: the regular meeting of the red jacket community library board of trustees.

139

00:13:48.270 --> 00:13:59.070

Lisa Schaertl: This meeting is taking place remotely via video conference in accordance with the governor's executive order 202.48 extending emergency adjustments to the Open Meetings law in response to the COVID 19 pandemic.

140

00:13:59.400 --> 00:14:13.290

Lisa Schaertl: The public has the ability to view or listen to this meeting proceeding online through links posted on our public website. This meeting is being recorded. a transcript of meeting will be posted on the library website in addition to the Minutes. Peggy, can we have a Roll call, please.

141

00:14:15.990 --> 00:14:31.200

Peggy: Lisa Schaertl, Pat Ayres, Andrea Tillinghast, Randy Ott, Jill Persson, Kim Sutter, Dustine Mott, Jen Boor, Jessica, Peggy Sutton and Neng Marquez

142

00:14:31.920 --> 00:14:34.410

Lisa Schaertl: So Jessica is absent.

143

00:14:34.590 --> 00:14:37.800

Peggy: Oh, I'm sorry. Jessica is absent. I had it circled

144

00:14:39.000 --> 00:14:42.750

Lisa Schaertl: And Neng is our guest. Yes. Okay. Um,

145

00:14:44.550 --> 00:14:46.620

Lisa Schaertl: Are there any questions or comments on the agenda.

146

00:14:49.530 --> 00:14:51.000

Lisa Schaertl: Okay, I'll take the agenda as approved.

147

00:14:52.290 --> 00:14:56.670

Lisa Schaertl: We welcome public announcements at this time in accordance with our public comment policy.

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00:14:58.470 --> 00:15:01.650

Lisa Schaertl: As we don't have any public guests, I’ll assume that there are no comments.

149

00:15:03.150 --> 00:15:13.650

Lisa Schaertl: The Minutes for the July 15 board meeting are posted in the read ahead folder. Does anyone have any questions or corrections to the minutes from the June 15 board meeting.

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00:15:16.710 --> 00:15:19.380

Randy: I move to approve the June 15 board meeting minutes

151

00:15:20.070 --> 00:15:20.760

Lisa Schaertl: All in favor.

152

00:15:21.510 --> 00:15:22.410

Peggy (and other): Aye. Aye.

153

00:15:23.130 --> 00:15:23.670

Lisa Schaertl: Opposed.

154

00:15:25.590 --> 00:15:26.880

Lisa Schaertl: Motion carries. Minutes are approved.

155

00:15:28.290 --> 00:15:29.430

Lisa Schaertl: Financial Reports and

156

00:15:29.430 --> 00:15:32.790

Lisa Schaertl: Approval of expenditures. Claims reviewer Randy Ott.

157

00:15:33.960 --> 00:15:44.850

Randy: Okay. So, there weren't many bills. This month, though most of what Andrea has been purchasing has not been library supplies. They've been cleaning supplies or protective

158

00:15:46.170 --> 00:15:48.150

Randy: Masks and such. So

159

00:15:48.750 --> 00:16:01.200

Randy: And the bills are way down. So unpaid claims are $508 and 87 cents. There was one payment one check payment one debit this month.

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00:16:01.830 --> 00:16:03.630

Randy: Together. It's $43

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00:16:03.630 --> 00:16:03.750

Randy: and

162

00:16:03.780 --> 00:16:08.490

Randy: 80 cents. So we do need to approve those claims and payments.

163

00:16:11.760 --> 00:16:21.780

Lisa Schaertl: So I'll move to approve June unpaid claims totaling $508 and 87 cents and payments made prior to board approval totaling $43 and 80 cents.

164

00:16:23.160 --> 00:16:24.510

Lisa Schaertl: Is there any question or discussion.

165

00:16:26.250 --> 00:16:27.720

Lisa Schaertl: Right. This will need to be approved by a

166

00:16:27.720 --> 00:16:35.790

Lisa Schaertl: Roll call vote, since normally in person we would all sign the voucher. So since there's no signature we’ll do a roll call vote. Pat Ayres

167

00:16:36.480 --> 00:16:36.840

Pat Ayres: Aye

168

00:16:38.610 --> 00:16:40.800

Lisa Schaertl: Andrea, no Andrea doesn't vote. Kim Sutter?

169

00:16:41.550 --> 00:16:42.000

Kimberly Sutter: Aye

170

00:16:42.660 --> 00:16:44.250

Lisa Schaertl: Randy Ott

Randy: Aye

171

00:16:44.550 --> 00:16:45.240

Lisa Schaertl: Jill persson

Jill: Aye

172

00:16:45.750 --> 00:16:47.580

Lisa Schaertl: Dusty

Dustine: Aye

173

00:16:48.180 --> 00:16:49.680

Lisa Schaertl: Peggy Sutton

174

00:16:50.250 --> 00:16:50.670

Peggy: Aye

175

00:16:51.690 --> 00:16:53.610

Lisa Schaertl: Motion carries. The claims are approved.

176

00:16:54.090 --> 00:16:55.290

Randy: Lisa, did you want to vote.

177

00:16:56.670 --> 00:16:57.090

Lisa Schaertl: Sure.

178

00:16:57.120 --> 00:16:57.750

Lisa Schaertl: I vote Aye

179

00:17:00.540 --> 00:17:01.350

Lisa Schaertl: Thank you Randy.

180

00:17:03.870 --> 00:17:05.250

Lisa Schaertl: Okay, I'm

181

00:17:06.150 --> 00:17:08.640

Lisa Schaertl: Randy, you want to move on to the audit of recurring claims?

182

00:17:09.150 --> 00:17:19.440

Randy: Okay, so yeah, there's two other items. So Jan has put together a list of recurring payments. So we're gonna do we're gonna try this if you approve just

183

00:17:20.340 --> 00:17:21.840

Randy: This kind of new procedure, but it'll

184

00:17:21.900 --> 00:17:22.530

Randy: It'll keep

185

00:17:23.340 --> 00:17:24.300

Randy: Our

186

00:17:25.620 --> 00:17:38.970

Randy: audits a little shorter each month if we just do them once for the year because they should not change. So there is, there was a fourth one, but that's going to expire in September. So there's just three remaining

187

00:17:40.020 --> 00:17:44.700

Randy: And so these are our prime membership, our Adobe

188

00:17:46.200 --> 00:17:53.580

Randy: monthly fee, and then our insurance payment for health insurance for Excellus. And so

189

00:17:54.990 --> 00:18:02.430

Randy: This would be first time we do this on an annual claim and as long as the amounts stay the same.

190

00:18:03.150 --> 00:18:05.940

Randy: And don't increase. We can approve it this way.

191

00:18:06.570 --> 00:18:09.030

Lisa Schaertl: So I have a proposed motion on the agenda.

192

00:18:17.100 --> 00:18:18.270

Lisa Schaertl: The next line down Andrea

193

00:18:26.820 --> 00:18:28.200

Lisa Schaertl: Anybody?

194

00:18:28.290 --> 00:18:29.250

Jill Persson: I'll make the motion.

195

00:18:29.850 --> 00:18:31.410

Lisa Schaertl: We have a motion by

196

00:18:31.440 --> 00:18:35.490

Lisa Schaertl: Jill, whereas unpaid claims must be presented to the board at regular business

197

00:18:35.490 --> 00:18:43.320

Lisa Schaertl: meetings for audit approval prior to payment, and whereas some goods and services are billed as recurring monthly claims for the same dollar amount every month over the course of the year,

198

00:18:43.710 --> 00:18:52.830

Lisa Schaertl: therefore, be it resolved to approve the following recurring monthly claims for payment at the dollar amounts listed herein beginning July 1 2020 and ending June 30 2021

199

00:18:53.190 --> 00:18:59.940

Lisa Schaertl: And be further resolved that recurring monthly claims if more than the amount listed here and must not be paid without presentation to the board for further

200

00:18:59.940 --> 00:19:00.930

Jan Boor: Audit and approval.

201

00:19:01.470 --> 00:19:04.380

Lisa Schaertl: That's the Adobe software subscription for $16.11

202

00:19:04.380 --> 00:19:07.980

Lisa Schaertl: the Amazon Prime membership for $12.99.

203

00:19:08.220 --> 00:19:09.480

Lisa Schaertl: And the Excellus health insurance.

204

00:19:09.480 --> 00:19:12.930

Lisa Schaertl: For $725.14 on motion by Jill.

205

00:19:12.930 --> 00:19:13.380

Lisa Schaertl: Persson.

206

00:19:14.940 --> 00:19:15.480

Lisa Schaertl: Questions.

207

00:19:17.670 --> 00:19:19.710

Lisa Schaertl: Okay, again, roll call vote. Pat Ayres

Pat Ayres: Aye

208

00:19:20.370 --> 00:19:23.520

Lisa Schaertl: Lisa Schaertl – Aye. Kim Sutter.

209

00:19:24.210 --> 00:19:24.570

Kimberly Sutter: Aye

210

00:19:24.990 --> 00:19:26.250

Lisa Schaertl: Randy Ott

Randy: Aye

211

00:19:26.580 --> 00:19:27.270

Lisa Schaertl: Jill Persson

Jill Persson: Aye

212

00:19:27.720 --> 00:19:29.100

Lisa Schaertl: Dustine Mott

Dustine Mott: Aye

213

00:19:29.670 --> 00:19:31.050

Lisa Schaertl: Peggy Sutton

214

00:19:31.680 --> 00:19:33.150

Peggy Sutton: Aye. Sorry.

215

00:19:34.590 --> 00:19:35.730

Lisa Schaertl: So motion carries.

216

00:19:36.480 --> 00:19:36.690

Randy: Yeah.

217

00:19:38.100 --> 00:19:42.510

Randy: Jessica again should be listed as a no because of absence. Thank you.

218

00:19:42.780 --> 00:19:43.830

Lisa Schaertl: Jessica as a Nay.

219

00:19:50.280 --> 00:19:54.060

Lisa Schaertl: And then finally, Randy, you had a consideration for payment of July bills.

220

00:19:54.120 --> 00:19:59.910

Randy: So we're not going to meet again till September. I forgot that that we don't meet in August, but

221

00:20:01.650 --> 00:20:12.570

Randy: So since we don't, we will have bills coming in and there will be late payments if we wait until we approve them in September. So within our, our

222

00:20:13.380 --> 00:20:33.420

Randy: Claims audit policy, we can authorize the director to approve payments and make payments prior to audit and then we will audit the July claims and the August claims at the September meeting if you if you agree with this proposed motion.

223

00:20:34.710 --> 00:20:36.870

Lisa Schaertl: So ok, does someone care to make this motion.

224

00:20:38.700 --> 00:20:39.660

Patricia Ayres: I move to do what

225

00:20:39.810 --> 00:20:40.410

Patricia Ayres: You just said.

226

00:20:42.990 --> 00:20:47.250

Lisa Schaertl: So we have a motion from Pat Ayres, whereas the next regular meeting of the Board is set for September 21st 2020

227

00:20:47.280 --> 00:20:55.380

Lisa Schaertl: Wherein the board will audit claims, therefore, be it resolved a motion by Pat Ayres to grant authority to library director Andrea Tillinghast beginning July 21 2020

228

00:20:55.710 --> 00:21:04.020

Lisa Schaertl: And ending august 21 2020 to approve payment of eligible claims in advance of the July 2020 claims audit. Is there any discussion or question.

229

00:21:06.060 --> 00:21:10.350

Lisa Schaertl: Um, I guess that this has to be a roll call vote as well or

230

00:21:10.620 --> 00:21:11.850

Lisa Schaertl: No. Okay. All in favor.

231

00:21:14.580 --> 00:21:14.970

Kimberly Sutter: Aye.

232

00:21:15.540 --> 00:21:17.160

Jill Persson (and others): Aye. Aye.

233

00:21:18.060 --> 00:21:20.520

Lisa Schaertl: Aye. Opposed. Is there any opposed.

234

00:21:21.930 --> 00:21:22.710

Lisa Schaertl: Motion carries.

235

00:21:24.570 --> 00:21:28.020

Lisa Schaertl: Okay Treasurer's Report. Jan, would you please present the Treasurer's Report.

236

00:21:29.310 --> 00:21:37.440

Jan Boor: Absolutely. And I fell out as my speaker decided to die on my computer today so I couldn't join you by audio.

237

00:21:39.660 --> 00:21:42.510

Jan Boor: If you want to bring up the budget versus actual

238

00:21:44.760 --> 00:21:59.130

Jan Boor: I think that's the easiest to give everybody a clear picture of what the year ended up looking like. And overall, it's pretty good. The, the income came in a little bit higher than you had budgeted which always helps

239

00:22:00.600 --> 00:22:05.520

Jan Boor: Payroll was pretty spot on. Except for the benefits, but this because

240

00:22:06.660 --> 00:22:08.280

Jan Boor: They just, they weren't in the budget so

241

00:22:11.160 --> 00:22:23.640

Jan Boor: And there was a there's a line item for $100 for clerks benefits, but I'm not sure what that was for, so that may have been something expensed to the wrong category that should have gone there, not knowing what.

242

00:22:26.040 --> 00:22:28.410

Randy: That is the, What's that service called for employees.

243

00:22:30.510 --> 00:22:31.830

Jan Boor: For the EAP?

244

00:22:32.130 --> 00:22:35.490

Randy: Yes, yes. Okay. I think that may have

245

00:22:35.490 --> 00:22:38.550

Jan Boor: Gotten charged somewhere else so I could move that if you want me to

246

00:22:42.780 --> 00:22:45.480

Jan Boor: Since that it would be a benefit because that's what it is.

247

00:22:45.780 --> 00:22:46.530

Andrea Tillinghast Yes.

248

00:22:46.560 --> 00:22:49.800

Andrea Tillinghast: It's through PLS, yes.

249

00:22:52.230 --> 00:22:52.680

Jan Boor: Okay.

250

00:22:53.760 --> 00:22:56.970

Jan Boor: Do you want me to fix that so

251

00:22:58.560 --> 00:23:01.320

Jan Boor: Seeing that this is a year end, the fiscal year end

252

00:23:02.040 --> 00:23:02.340

Andrea Tillinghast: Yeah.

253

00:23:03.390 --> 00:23:03.750

Patricia Ayres: Yeah.

254

00:23:03.840 --> 00:23:04.350

Lisa Schaertl: I think so.

255

00:23:05.400 --> 00:23:05.850

Jan Boor: Okay.

256

00:23:05.940 --> 00:23:11.760

Jan Boor: I would assume we'd want it moved because we want the numbers in the right spot when we do the annual report right

257

00:23:12.120 --> 00:23:16.110

Jan Boor: Right, okay. I'll move that. Then that that'll get changed.

258

00:23:18.480 --> 00:23:19.350

Jan Boor: And then

259

00:23:22.260 --> 00:23:28.500

Jan Boor: The print materials, program expenses, those were all down, those all came in way under budget.

260

00:23:29.520 --> 00:23:35.100

Jan Boor: And I would say, because library was closed.

261

00:23:35.100 --> 00:23:37.230

Andrea Tillinghast: We would have ordered a huge number of books for Summer Reading kickoff and

262

00:23:38.370 --> 00:23:41.400

Andrea Tillinghast: And that will yeah probably 2500 more dollars for

263

00:23:41.400 --> 00:23:41.790

Andrea Tillinghast: That

264

00:23:43.740 --> 00:23:44.100

Andrea Tillinghast: So,

265

00:23:46.110 --> 00:23:51.660

Jan Boor: And then also the office expense is over mainly because we had to purchase all the PPE.

266

00:23:53.310 --> 00:23:54.420

Jan Boor: Equipment.

267

00:23:56.400 --> 00:23:56.700

Patricia Ayres: I have a question someone

268

00:23:57.330 --> 00:24:00.570

Patricia Ayres: remind me why the furniture budget is so big.

269

00:24:03.120 --> 00:24:04.110

Patricia Ayres: We spent

270

00:24:04.800 --> 00:24:05.280

Patricia Ayres: We spent

271

00:24:06.000 --> 00:24:08.070

Andrea Tillinghast: For the computers. So remember we bought those three computeres

272

00:24:08.100 --> 00:24:08.460

Patricia Ayres: Okay.

273

00:24:09.150 --> 00:24:09.660

Jan Boor: Thank you.

274

00:24:09.810 --> 00:24:12.180

Randy: We also bought the TV for the conference room.

275

00:24:12.690 --> 00:24:13.050

Patricia Ayres: Okay.

276

00:24:14.730 --> 00:24:21.870

Randy: Amd we bought file cabinets and there was a quite, quite a few things that were bought in the summer prior to hiring Andrea

277

00:24:22.710 --> 00:24:27.360

Patricia Ayres: Okay, thank you. I knew there was something but I could not remember what it was.

278

00:24:31.470 --> 00:24:32.610

Jan Boor: OK, and then

279

00:24:33.960 --> 00:24:34.800

Jan Boor: Overall,

280

00:24:36.390 --> 00:24:43.740

Jan Boor: We ended up with $9,000 loss, but that was way under what had been budgeted so

281

00:24:45.930 --> 00:24:51.330

Jan Boor: My only concern is, there's a line item for the BOCES Mandarin contract.

282

00:24:53.640 --> 00:24:54.390

Jan Boor: And no bills To go against it.

283

00:24:54.630 --> 00:24:56.100

Jan Boor: Yeah, I

284

00:24:56.970 --> 00:25:05.400

Andrea Tillinghast: talked to Kate Hamill well emailed back and forth and I printed out a copy of the email saying that BOCES was not going to charge us for Mandarin.

285

00:25:06.900 --> 00:25:07.380

Andrea Tillinghast: For this

286

00:25:07.590 --> 00:25:08.460

Andrea Tillinghast: Past year

287

00:25:09.720 --> 00:25:10.410

Jan Boor: Oh, wow.

288

00:25:10.500 --> 00:25:11.670

Jan Boor: That's a nice savings.

289

00:25:12.720 --> 00:25:15.240

Andrea Tillinghast: So, well, we'll see what happens.

290

00:25:16.650 --> 00:25:18.630

Andrea Tillinghast: when we get to the very important

291

00:25:19.800 --> 00:25:20.850

Jan Boor: But, but there isn't

292

00:25:20.880 --> 00:25:26.820

Jan Boor: A lost bill floating out there that we didn't get. okay I was concerned that we were missing a bill.

293

00:25:29.190 --> 00:25:30.180

Andrea Tillinghast: mm mm

294

00:25:31.320 --> 00:25:36.690

Jan Boor: Then I think, you know, overall, it doesn't it doesn't look terrible.

295

00:25:39.900 --> 00:25:40.260

Jan Boor: Maybe

296

00:25:43.830 --> 00:25:45.000

Randy Ott: It looks better than I thought it was going to be.

297

00:25:50.310 --> 00:25:50.820

Jan Boor: Does anybody have any questions?

298

00:25:52.230 --> 00:25:54.600

Andrea Tillinghast: you know when you hired a director, you were gonna pay a lot more

299

00:25:56.550 --> 00:25:57.630

Jan Boor: You're worth it, though. Right.

300

00:25:58.230 --> 00:25:59.580

Patricia Ayres: Yes, absolutely.

301

00:26:02.070 --> 00:26:10.740

Jan Boor: And I left a message with the accountant. I don't have the appointment scheduled yet because she hasn't gotten back to me, but I am working on getting a setup for the

302

00:26:11.760 --> 00:26:13.740

Jan Boor: For the audit with the accountant and

303

00:26:14.850 --> 00:26:16.200

Jan Boor: We'll let you know on that one.

304

00:26:20.190 --> 00:26:21.330

Jan Boor: I think that's all I have.

305

00:26:22.140 --> 00:26:24.090

Lisa Schaertl: Thank you, Jan, so I probably should

306

00:26:24.330 --> 00:26:24.690

Lisa Schaertl: Have

307

00:26:25.110 --> 00:26:36.570

Lisa Schaertl: Mentioned that the check detail and the recurring bills, of the unpaid bills audit sheet are on drive. If anybody, hopefully everybody had a chance to look at those and nobody had any questions about a particular bill.

308

00:26:39.300 --> 00:26:41.190

Jan Boor: there weren't very many no

309

00:26:44.790 --> 00:26:49.110

Andrea Tillinghast: PPE, professional journals PPE, PPE.

310

00:26:52.050 --> 00:26:53.430

Jan Boor: Pretty much everything is PPE.

311

00:26:53.970 --> 00:26:54.390

Andrea Tillinghast: Mm hmm.

312

00:26:56.820 --> 00:27:02.430

Lisa Schaertl: All right, other any other questions in regards to financial reports and expenditures this month.

313

00:27:05.220 --> 00:27:07.350

Lisa Schaertl: In that case, we'll move on to the directors report.

314

00:27:11.220 --> 00:27:11.670

Andrea Tillinghast: Okay.

315

00:27:12.480 --> 00:27:12.990

Andrea Tillinghast: I'm on

316

00:27:13.950 --> 00:27:14.430

Patricia Ayres: You are

317

00:27:15.360 --> 00:27:17.670

Andrea Tillinghast: Let me bring up my directors report here.

318

00:27:27.120 --> 00:27:29.700

Andrea Tillinghast: So there are a number of things that are on here.

319

00:27:31.290 --> 00:27:33.270

Andrea Tillinghast: But I'm going to start off

320

00:27:35.040 --> 00:27:36.180

Andrea Tillinghast: Talking about this live

321

00:27:37.260 --> 00:27:38.520

Andrea Tillinghast: And what that is, it

322

00:27:41.700 --> 00:27:52.380

Andrea Tillinghast: It's a program calendar that allows all the libraries within the pioneer library system wayne, Ontario Wyoming and Livingston

323

00:27:53.970 --> 00:27:57.060

Andrea Tillinghast: To put all of our programs on to one calendar.

324

00:27:58.350 --> 00:28:11.310

Andrea Tillinghast: Electronically and it's only going to cost us $20 a month. It's better they use a similar product in Monroe County Library System. So I'm going to have it embedded onto our website.

325

00:28:12.090 --> 00:28:20.790

Andrea Tillinghast: Once we have the login information to enter all of our stuff and then someone could decide, you know, do they want to come to red jacket for story time and catch another one.

326

00:28:22.110 --> 00:28:34.500

Andrea Tillinghast: Tomorrow at Wood or maybe they happen in Attica and they see there's a gardening program, but I'll be one calendar. So that's pretty cool. So

327

00:28:35.040 --> 00:28:35.940

Andrea Tillinghast: When that comes

328

00:28:36.600 --> 00:28:41.310

Lisa Schaertl: I think that that's a nice way to support the idea of virtual and Regional Library

329

00:28:41.310 --> 00:28:42.240

Lisa Schaertl: Resources. I like it.

330

00:28:42.660 --> 00:28:43.110

Kimberly Sutter: Um,

331

00:28:43.140 --> 00:28:45.150

Andrea Tillinghast: That's exactly what I was thinking

332

00:28:45.570 --> 00:28:51.300

Andrea Tillinghast: You know, we're not going to stop having virtual program programming, probably at all. I'll probably

333

00:28:52.350 --> 00:28:57.990

Andrea Tillinghast: be a permanent part of this library. So this will be good for virtual programming.

334

00:28:59.220 --> 00:29:12.870

Andrea Tillinghast: So the virtual summer reading program is did kick off if you haven't seen that online. It's pretty cool. And it forced me to kind of keep track of what I'm reading, which I always mean to do what I never do.

335

00:29:16.500 --> 00:29:17.340

Andrea Tillinghast: So,

336

00:29:19.680 --> 00:29:33.990

Andrea Tillinghast: The biggest thing that’s happened over the course this past month was we began curbside pickup service. The first two days, we are setting appointments every 15 minutes and all the appointments were taken for the first two days that we are open.

337

00:29:34.290 --> 00:29:39.390

Andrea Tillinghast: And we thought some maybe three or four people, picking up a day.

338

00:29:40.500 --> 00:29:43.290

Andrea Tillinghast: So that's pretty good. I guess, um

339

00:29:44.460 --> 00:29:50.430

Andrea Tillinghast: Libraries haven't been inundated, but wait until we open the library back up because it seems as though

340

00:29:51.570 --> 00:29:54.780

Andrea Tillinghast: the others are getting a good number of people coming in.

341

00:29:58.200 --> 00:29:58.740

Andrea Tillinghast: So,

342

00:30:01.020 --> 00:30:05.340

Andrea Tillinghast: Bonnie did retire which you all approved last meeting.

343

00:30:07.590 --> 00:30:16.680

Andrea Tillinghast: And I, I did delegate all of her responsibilities out to the other staff and everyone accepted them quite easily. So that went really well.

344

00:30:21.150 --> 00:30:38.490

Andrea Tillinghast: Now you might wonder, what is shelf reading that means going to the shelves and reading the spines of every single book to make sure that they're in order. That’s shelf reading. So that's what we're doing right now and it might not seem so but there are 30,000 items in this library. So it's

345

00:30:39.510 --> 00:30:40.950

Andrea Tillinghast: a lot.

346

00:30:42.570 --> 00:30:46.380

Andrea Tillinghast: To do so, you know, at least we've got the time to do it right now.

347

00:30:51.450 --> 00:31:02.640

Andrea Tillinghast: So I'm asking for a motion to approve the hiring of Joseph Massaro as our part time cleaner. I did interview and

348

00:31:03.480 --> 00:31:14.940

Andrea Tillinghast: hire him. He's been trained. He's been working for us, it's great because he's worked for the school or a few summers already and he knows where things are and he’s. It's easy for him to

349

00:31:15.630 --> 00:31:21.210

Andrea Tillinghast: Talk to the other people in the school and help us to get things done like cleaning the benches outside from the birds.

350

00:31:23.010 --> 00:31:29.760

Andrea Tillinghast: So it's been a good fit for us. So I don't know if anyone would be willing to make a motion for that.

351

00:31:31.800 --> 00:31:31.920

Peggy: Oh,

352

00:31:31.980 --> 00:31:32.340

Pat Ayres: I would

353

00:31:34.350 --> 00:31:34.680

Patricia Ayres: So you are

354

00:31:35.130 --> 00:31:36.330

Peggy: It doesn't matter.

355

00:31:37.560 --> 00:31:38.310

Lisa Schaertl: Who did the last one.

356

00:31:40.380 --> 00:31:42.030

Lisa Schaertl: We have a motion from Peggy Sutton.

357

00:31:42.090 --> 00:31:50.760

Lisa Schaertl: to approve to approve the appointment of Joseph Massaro to position of part time cleaner at a rate of $12.50 per hour.

358

00:31:50.790 --> 00:31:53.310

Lisa Schaertl: effective July 7 2020. Is there any

359

00:31:53.310 --> 00:31:53.910

Lisa Schaertl: Discussion.

360

00:31:55.830 --> 00:31:56.520

Lisa Schaertl: All in favor.

361

00:31:57.240 --> 00:31:57.600

(Several): Aye.

362

00:31:59.100 --> 00:31:59.280

Lisa Schaertl: Any

363

00:32:01.650 --> 00:32:02.790

Lisa Schaertl: opposed

364

00:32:03.870 --> 00:32:04.650

Lisa Schaertl: Any opposed.

365

00:32:04.980 --> 00:32:05.340

Patricia Ayres: No.

366

00:32:05.610 --> 00:32:06.660

Patricia Ayres: I mean, yes, no.

367

00:32:06.900 --> 00:32:08.550

Jill Persson: No, no.

Randy Ott: That was a good choice Andrea

Lisa Schaertl: Motion carries

368

00:32:13.260 --> 00:32:21.240

Andrea Tillinghast: Now, I have gotten some questions about what my plans are as far as replacing the part time Clark that just retired.

369

00:32:22.620 --> 00:32:33.060

Andrea Tillinghast: My plan is to wait and see. I know that's really the answer for everything right now, but it is because we don't know what's going to happen in this for the fall here.

370

00:32:34.410 --> 00:32:48.390

Andrea Tillinghast: School, and how that will impact our hours, if we can, easily like, just go back to the ones we had before, or what it will mean to us. And then once school does open and whatever iteration That's going to be a

371

00:32:49.530 --> 00:32:55.620

Andrea Tillinghast: I want that to continue for a little while until we see what exactly is that going to mean to us so

372

00:32:57.270 --> 00:33:10.320

Andrea Tillinghast: I wouldn't really, I wouldn’t really think of even entertaining hiring someone for the position until we see what daily life in the library is going to be like, so could be as late as the end of the year, even

373

00:33:11.430 --> 00:33:16.860

Andrea Tillinghast: So that's, that's what's going on with that position. I think we're all right right now because

374

00:33:18.960 --> 00:33:24.240

Andrea Tillinghast: People can't come in the library. So we're not helping patrons directly that way.

375

00:33:24.840 --> 00:33:25.080

Patricia Ayres: Right.

376

00:33:26.280 --> 00:33:26.730

Andrea Tillinghast: So,

377

00:33:28.170 --> 00:33:28.770

Jill Persson: Andrea?

378

00:33:29.940 --> 00:33:38.940

Jill Persson: I've had the same person contact me up a handful of times I know she's contacted you, and you've told her that you know it's not being posted at this time.

379

00:33:40.830 --> 00:33:44.190

Jill Persson: I'm trying not to get involved. I'm trying to really push her over toward you.

380

00:33:44.700 --> 00:33:46.470

Jill Persson: Should I just continue doing that.

381

00:33:46.770 --> 00:33:49.950

Andrea Tillinghast: Just continue doing that because she's contacted me as well.

382

00:33:53.910 --> 00:33:54.180

Jill Persson: Yeah.

383

00:33:54.360 --> 00:33:55.170

Andrea Tillinghast: So that’s all I have to say on that.

384

00:33:56.040 --> 00:33:58.440

Jill Persson: It's all I'm saying too. Yeah.

385

00:33:58.770 --> 00:33:59.160

Jill Persson: Um,

386

00:34:00.240 --> 00:34:06.690

Jill Persson: And I've already told her that that's not the board's decision that hiring the clerks is it's a civil service and it's your position so

387

00:34:06.780 --> 00:34:07.200

Andrea Tillinghast: Mm hmm.

388

00:34:07.500 --> 00:34:17.700

Randy: All right, Andrea. I have a question. If and when you do hire a replacement Bonnie did a lot of deliveries to shut ins.

389

00:34:18.270 --> 00:34:37.530

Randy: Kind of unadvertised. But nevertheless, it was a big service to the community. Do you think when we get to that point in our phase, whether we replace that position or not, will we still be able to do that, to some extent, or haven't you thought about it.

390

00:34:37.560 --> 00:34:44.100

Andrea Tillinghast: Yeah, the Only discussion. I've heard amongst the other library directors, is that they're just not doing it for the most part.

391

00:34:45.360 --> 00:34:53.970

Andrea Tillinghast: I haven’t heard of anyone that is doing homebound delivery and it has to do with the health of the people that you deliver to.

392

00:34:54.030 --> 00:34:54.450

Yeah, we

393

00:34:55.980 --> 00:35:00.570

Randy: Maybe in the future when things settle down, or it's too early to know probably

394

00:35:01.290 --> 00:35:08.280

Andrea Tillinghast: I think we've developed some really important relationships with people in the community through offering this in

395

00:35:09.330 --> 00:35:10.830

Andrea Tillinghast: a, not really

396

00:35:12.180 --> 00:35:14.940

Andrea Tillinghast: Advertised way, like you said, so

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00:35:16.260 --> 00:35:22.680

Andrea Tillinghast: I did discuss this with the staff that I have now and I think I've got someone who'd be willing to do it when it's time to do it.

398

00:35:24.690 --> 00:35:24.990

Andrea Tillinghast: Yeah.

399

00:35:27.090 --> 00:35:29.220

Andrea Tillinghast: So let me go back to my report, real quick.

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00:35:30.750 --> 00:35:34.380

Andrea Tillinghast: Every performance evaluation was completed, including mine.

401

00:35:36.270 --> 00:35:43.440

Andrea Tillinghast: You’ve probably seen some postings online about the really, I guess devastation to our friends group.

402

00:35:44.640 --> 00:35:50.850

Andrea Tillinghast: The President of the Friends of the Library passed away, as did the vice president of the Friends of the Library

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00:35:50.970 --> 00:35:55.470

Andrea Tillinghast: within a couple weeks of each other.

404

00:35:57.960 --> 00:35:59.970

Andrea Tillinghast: So it's, it's pretty sad.

405

00:36:02.100 --> 00:36:12.180

Andrea Tillinghast: And so I'll be working with the friends coming up. And I think a couple of weeks. So we'll get together and try to figure out what exactly that means for the friends and where we're going to go from there.

406

00:36:13.020 --> 00:36:13.980

Patricia Ayres: If I might

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00:36:15.300 --> 00:36:26.640

Patricia Ayres: I would like to make a plug for the friends to the members of the board, it would be a good sign to the community if every board member was a friend of the library.

408

00:36:27.330 --> 00:36:51.540

Patricia Ayres: The friends. Those of you that are newbies, is the advocate and fundraiser for the library, since we're a public library that's how we support it. We cannot go out and seek funds, other than through grants, etc. So we are very, very small group and we welcome you

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00:36:53.070 --> 00:36:55.800

Patricia Ayres: To help us to do our calling

410

00:36:56.910 --> 00:37:10.770

Patricia Ayres: The minimum dues is $5 a year per person $10 for a family. And if you do nothing else if you would just join with your dues and just say you're a supporter that too would

411

00:37:11.220 --> 00:37:21.300

Patricia Ayres: Be very important and be a good signature for you to let the community know that you are an advocate for the library too.

412

00:37:21.690 --> 00:37:22.350

Jill Persson: Is that

413

00:37:22.590 --> 00:37:26.310

Jill Persson: Would that be a conflict of interest if we were on board, both the trustees.

414

00:37:26.340 --> 00:37:27.420

Jill Persson: And the friends.

415

00:37:27.720 --> 00:37:35.640

Patricia Ayres: no, you're looking at several that are. Lisa is one and I am one and Randy is one the

416

00:37:35.670 --> 00:37:39.690

Patricia Ayres: Only thing you cannot do when your friend is to be an officer.

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00:37:40.530 --> 00:37:40.830

Andrea Tillinghast: Right.

418

00:37:40.890 --> 00:37:44.250

Patricia Ayres: That's where the conflict is. on the board. Okay.

419

00:37:44.820 --> 00:37:51.120

Patricia Ayres: Otherwise, feel free to come to meetings, you know, participate in activities, all that kind of thing.

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00:37:52.350 --> 00:37:54.060

Andrea Tillinghast: The membership Form is on our website.

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00:37:54.720 --> 00:37:55.470

Andrea Tillinghast: on the Friends tab.

422

00:37:55.860 --> 00:37:56.640

Andrea Tillinghast: Um, yeah.

423

00:37:57.120 --> 00:38:03.750

Lisa Schaertl: It’s Nice to be a member and just stay in touch with the people who are supporting the library as Board, as trustees. It's nice.

424

00:38:03.750 --> 00:38:06.630

Lisa Schaertl: For us to be in touch with the people who are the supporters

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00:38:07.440 --> 00:38:18.930

Andrea Tillinghast: The friends were the ones who paid for the circulation desk among any many other things you can see on the website a list of things that they've done over the years. I always describe it as a booster club for the library.

426

00:38:19.530 --> 00:38:21.150

Patricia Ayres: That's pretty much. That's it.

427

00:38:21.210 --> 00:38:39.180

Patricia Ayres: Yeah, yeah. And we do fundraisers, which is how we get the money to do the things that we do to support the programming and purchasing materials and furniture and computers and games and all. I mean, the list is endless. The things that we do.

428

00:38:39.690 --> 00:38:40.110

Patricia Ayres: and

429

00:38:42.990 --> 00:38:48.090

Patricia Ayres: We have no idea what our future looks like because

430

00:38:49.200 --> 00:38:54.600

Patricia Ayres: we did a book sale for several years, it’s a lot of work.

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00:38:55.710 --> 00:39:02.220

Patricia Ayres: But I think our book sale days are over. Because for all the work we put in. We got

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00:39:04.170 --> 00:39:12.810

Patricia Ayres: Very little money considering where if we do like two barbecues a year, we make that same money. And when we have to work for three or four hours a day.

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00:39:12.840 --> 00:39:13.290

Patricia Ayres: Yeah.

434

00:39:13.890 --> 00:39:17.970

Andrea Tillinghast: So we had a good fundraiser planned at the Ontario county fair but

435

00:39:18.000 --> 00:39:19.110

Patricia Ayres: Oh yes, thank you.

436

00:39:19.170 --> 00:39:20.730

Andrea Tillinghast: Mm hmm.

437

00:39:20.910 --> 00:39:25.830

Patricia Ayres: We were going to park cars at the fair with the Lions Club and get a portion of the

438

00:39:27.480 --> 00:39:28.830

Patricia Ayres: Money that they collect

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00:39:29.190 --> 00:39:29.520

Patricia Ayres: Well,

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00:39:29.580 --> 00:39:35.910

Lisa Schaertl: At this point, I think, unless there are other things that we must address with the friends. Let's move on with the rest of the directors report.

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00:39:36.360 --> 00:39:36.660

Patricia Ayres: And I

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00:39:36.720 --> 00:39:37.650

Jill Persson: Thank you.

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00:39:38.820 --> 00:39:39.300

Andrea Tillinghast: Well, I don't want to

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00:39:40.680 --> 00:39:47.250

Andrea Tillinghast: You know, steal the Facilities Committee thunder by giving too much into what's been going on in the facility.

445

00:39:48.750 --> 00:40:00.360

Andrea Tillinghast: Just know that there are some issues around the wiring that was put in by the BOCES electrician and ConnecTrak on the floor. So I'm trying to work that out.

446

00:40:02.430 --> 00:40:12.870

Andrea Tillinghast: relocation of my office is pretty much finished and we're still in the middle of switching our storage with the school storage.

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00:40:19.290 --> 00:40:20.880

Andrea Tillinghast: That's we're still

448

00:40:21.960 --> 00:40:26.760

Andrea Tillinghast: Waiting for the delivery and installation of the circulation desk and the computer work stations.

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00:40:28.230 --> 00:40:39.930

Andrea Tillinghast: I was told that would be two to three more weeks and I was told this on July 3 so we will see what happens. and see what else I got here.

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00:40:47.370 --> 00:41:01.470

Andrea Tillinghast: We did have some items that I posted as a donations and so far we've picked up $450 there for things like an old home theater system projector.

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00:41:04.590 --> 00:41:10.830

Andrea Tillinghast: I can't remember all what else. Oh yeah, that was the youth services desk that sold

452

00:41:12.780 --> 00:41:21.900

Andrea Tillinghast: Because with our new desk everybody will be together, you know, be much better. So that's been really good. I just want to flip over to the

453

00:41:24.450 --> 00:41:25.050

Andrea Tillinghast: Supplement

454

00:41:27.510 --> 00:41:31.980

Andrea Tillinghast: This is got the information about all the postings. We've been having.

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00:41:36.030 --> 00:41:36.600

Andrea Tillinghast: If I can get it.

456

00:41:45.060 --> 00:41:48.510

Andrea Tillinghast: Well, if it's not going to come up right now. I'm sure you can see it's not opening

457

00:41:49.830 --> 00:42:05.940

Andrea Tillinghast: Let me just tell you a little bit about it. All of our Facebook postings and original programming - it still astounds me the number of people that interact with our page when I posted about the book drop opening and a quarantining policy 699 people saw that

458

00:42:07.560 --> 00:42:10.980

Andrea Tillinghast: Due dates extended until september 710 people

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00:42:12.510 --> 00:42:16.380

Andrea Tillinghast: Ontario county local buying guide 920

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00:42:18.180 --> 00:42:19.920

Andrea Tillinghast: And 66 people shared that

461

00:42:22.320 --> 00:42:27.600

Andrea Tillinghast: electronic waste collection 776 people in 101 people shared

462

00:42:28.890 --> 00:42:30.960

Andrea Tillinghast: About electronic waste collection for the county

463

00:42:32.520 --> 00:42:42.330

Andrea Tillinghast: info about reopening schools from Governor Cuomo 235 people and then eight people shared that you can see there are a number of

464

00:42:42.900 --> 00:42:56.040

Andrea Tillinghast: People looking at our page, but they're interacting with all sorts of stuff, whether it's exactly pertinent to us like the book drop and the due dates extended or nation statewide or countywide so I think

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00:42:57.240 --> 00:43:10.050

Andrea Tillinghast: That if there's a positive at all about having to do all these things virtually, I can see what information people are looking for and immediately get feedback.

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00:43:11.400 --> 00:43:22.110

Andrea Tillinghast: So I think more people are looking to the library or maybe trusting the information they're getting from the library by the number of people viewing it and then the number of people sharing it. If there's a correlation like that.

467

00:43:23.070 --> 00:43:29.220

Andrea Tillinghast: I have to tell you, I don't have any professional skills much for reading analytics

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00:43:30.480 --> 00:43:33.210

Andrea Tillinghast: and trying to figure out exactly exactly what they mean other than .

469

00:43:35.070 --> 00:43:37.650

Andrea Tillinghast: to assume the obvious but

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00:43:38.160 --> 00:43:47.520

Lisa Schaertl: It's a good role for the library and particularly library director to share vetted and accurate information on things like the red jacket living forum on Facebook.

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00:43:49.380 --> 00:43:49.770

Andrea Tillinghast: Yeah.

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00:43:51.150 --> 00:43:57.030

Andrea Tillinghast: You know, I always hoped that people would think of the library as a source of accurate information.

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00:43:57.450 --> 00:44:17.340

Andrea Tillinghast: we put forth out into the community, but I think because of the pandemic, people are on Facebook more. We all know this, but to see that people are looking to the library, maybe for this type of info. The new Ontario County counts COVID every day or

474

00:44:19.080 --> 00:44:32.250

Andrea Tillinghast: Information about the school reopening so I feel, I feel pretty good about that. Now we have still had some of our virtual programs this month. Christine's kicked off this

475

00:44:33.180 --> 00:44:48.000

Andrea Tillinghast: Craft afternoons and she's got Terrific Tuesday story time, but those just started July 14, I think. So we're just starting to warm up to those programs and we we did

476

00:44:49.110 --> 00:45:01.770

Andrea Tillinghast: Offer a little bit less You can see the number of posts are fewer the number of virtual programs were fewer in June, just because we had to come in here and initially figure things out. So all in all

477

00:45:03.690 --> 00:45:16.200

Andrea Tillinghast: I would say things are going pretty well. I will mention one thing, which is that I don't know if you're aware, but we use two different circulation systems to for people to check out

478

00:45:16.920 --> 00:45:24.900

Andrea Tillinghast: And check in and catalog our items. So we use what pioneer library system uses and all the other 42 libraries in our system.

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00:45:25.410 --> 00:45:36.210

Andrea Tillinghast: And then we also use what BOCES uses because we're in the school. And if we didn't do that, we wouldn't be able to offer all of the schools books which is a, you know, one of our number one selling points.

480

00:45:38.610 --> 00:45:44.070

Andrea Tillinghast: That this 30,000 item collection, where we could probably only afford half

481

00:45:45.180 --> 00:45:45.960

Andrea Tillinghast: Maybe not even

482

00:45:48.180 --> 00:45:56.730

Andrea Tillinghast: So because we have these two different circulation systems, patrons don't really know. And that's patrons don't need to know about it, but

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00:45:57.150 --> 00:46:10.440

Andrea Tillinghast: But I'm telling you about it because the school wants to switch from the program they use now which is called Mandarin to another program called Follet destiny and

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00:46:11.490 --> 00:46:12.090

Andrea Tillinghast: So,

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00:46:13.500 --> 00:46:22.500

Andrea Tillinghast: I’m going back and forth. I did find out that we're going to be offered training for that new system and you'll probably hear me talk about this.

486

00:46:23.190 --> 00:46:35.550

Andrea Tillinghast: In the future, as things materialize so just try to remember that we've got those two different circulation systems we use Mandarin that belongs to the school right now, but it will become Follet.

487

00:46:36.780 --> 00:46:41.940

Andrea Tillinghast: And so changing to a new circulation system is

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00:46:43.260 --> 00:46:45.270

Andrea Tillinghast: It's not something you do overnight.

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00:46:46.590 --> 00:47:04.290

Andrea Tillinghast: So exactly what the specs are, I'll be meeting with Chris Guerri and Nate grant for zoom meeting on Tuesday tomorrow and then training is supposed to be provided by Follet for myself. And then for my staff so I'm

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00:47:05.670 --> 00:47:10.530

Andrea Tillinghast: See what that entails. It's just I wasn't exactly expecting that right now.

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00:47:13.080 --> 00:47:13.470

Patricia Ayres: Just what I

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00:47:13.560 --> 00:47:14.040

Patricia Ayres: Needed

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00:47:16.530 --> 00:47:19.170

Andrea Tillinghast: Yeah, so that is all I have to share with you.

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00:47:20.250 --> 00:47:22.170

Lisa Schaertl: Okay, any questions for the director

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00:47:24.660 --> 00:47:26.910

Lisa Schaertl: Okay. We'll move on to the finance and audit committee.

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00:47:29.070 --> 00:47:30.210

Randy: No Report.

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00:47:30.270 --> 00:47:38.790

Lisa Schaertl: policy committee, we don't have anything new. I'm just reminded that the 410 dash one. I'm sorry 410 dot zero

498

00:47:39.390 --> 00:47:44.190

Lisa Schaertl: disaster plan was approved and adopted with corrections at the June meeting.

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00:47:44.670 --> 00:47:51.570

Lisa Schaertl: And that Peggy has done a lot of editing implementing the corrections and editing the format so that it's much easier to read.

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00:47:51.960 --> 00:48:01.770

Lisa Schaertl: And she's posted that to drive for you to look through if you want. It's already approved so there's no action on your on your part, but you're welcome to go through and read it again.

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00:48:02.250 --> 00:48:10.380

Lisa Schaertl: And then as we discussed last week, last month, we will post a redacted plan removing some of the confidential sections on the public website.

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00:48:13.500 --> 00:48:15.990

Lisa Schaertl: Facilities or, I'm sorry. Any questions about policy.

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00:48:16.590 --> 00:48:18.240

Patricia Ayres: I don't have a question. I have a comment.

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00:48:18.510 --> 00:48:18.810

Lisa Schaertl: Okay.

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00:48:19.590 --> 00:48:29.430

Patricia Ayres: I would like to thank Peggy, for the excellent job she did in revamping that disaster plan. The disaster plan before was a disaster.

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00:48:31.170 --> 00:48:31.800

Patricia Ayres: Thank you.

507

00:48:32.310 --> 00:48:40.950

Patricia Ayres: She did a great job of condensing it making it much more readable and user friendly.

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00:48:42.210 --> 00:48:42.600

Patricia Ayres: Peggy.

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00:48:45.240 --> 00:48:46.500

Lisa Schaertl: Facilities update, Pat.

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00:48:47.130 --> 00:48:48.330

Patricia Ayres: Ok.

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00:48:48.780 --> 00:48:49.860

Patricia Ayres: I need my report up

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00:48:54.240 --> 00:49:00.630

Patricia Ayres: Okay, so the Facilities Committee met on Friday, and we were

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00:49:01.770 --> 00:49:12.120

Patricia Ayres: Given lots of details by Andrea as to what was happening over the course of the summer, as far as the facilities fo. Some of them good, some of them not so.

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00:49:13.620 --> 00:49:29.610

Patricia Ayres: Good. We’ll kind of accentuate the positive and go through the good stuff she mentioned already, I think that the carpet was laid down already and is ready to accept our circ desk when it comes

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00:49:30.300 --> 00:49:42.600

Patricia Ayres: There was the mishap with the miss-shelving of the books that our staff has to read because there is no school library staff there this summer.

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00:49:43.230 --> 00:49:55.680

Patricia Ayres: So it falls on them to do. I don't know what the school planned to do if we weren't there to have staff to do those kinds of things. So I think we should

517

00:49:56.670 --> 00:50:09.570

Patricia Ayres: thank and Andrea and her staff for stepping in and stepping up to get this done and the school hopefully will once they get through with all the crises, they have to face will

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00:50:11.730 --> 00:50:16.710

Patricia Ayres: Give a little note of appreciation for that help. I'm

519

00:50:18.930 --> 00:50:44.130

Patricia Ayres: wiring I guess we Andrea already mentioned. And just a note of explanation. When we talk about the ConnecTrak. This is a wiring that is placed. Now on top of the carpet that will accept all of the wiring, we need in terms of electricity, USB and I don't put up

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00:50:45.270 --> 00:50:54.780

Patricia Ayres: And the Connect track is just a plastic vehicle that can go either under the carpet or on top. And it's that white stuff right Andrea

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00:50:55.860 --> 00:50:56.250

Patricia Ayres: Whoops. Caught her drinking.

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00:50:56.340 --> 00:50:57.150

Andrea Tilinghast: Water drink. Yeah.

523

00:50:58.230 --> 00:51:09.900

Patricia Ayres: Okay. Um, when we went into this project. We thought we were going to have to groove, the concrete under the carpet to lay this wire in the middle section of the library.

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00:51:10.650 --> 00:51:22.590

Patricia Ayres: Between the front door and the school circ desk is the area of pretty much and I think down by the new computers that lower level where the audio books once were. And so

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00:51:24.510 --> 00:51:35.340

Patricia Ayres: That is down. Unfortunately, we did not take into consideration wiring the current circ desk so that we could do things. So that was one of the

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00:51:37.320 --> 00:51:43.440

Patricia Ayres: pitfalls of this plan that we didn't anticipate, nor did the school. I guess.

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00:51:44.910 --> 00:51:49.590

Patricia Ayres: So that is supposed to be remedied when the circ desk goes in.

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00:51:50.970 --> 00:51:54.330

Patricia Ayres: So the new one anyway, um,

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00:51:56.010 --> 00:52:09.930

Patricia Ayres: It's pretty much the circ desk. Okay. Oh, and one of the problems is going to be for Andrea with this whole thing once the new circ desk goes in, it's going to change the layout of the library.

530

00:52:10.950 --> 00:52:25.830

Patricia Ayres: i.e, where are we going to the couches and chairs and the extra shelving and all that kind of stuff. And so things are going to have to be moved. And guess who's going to get to do that again? our staff.

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00:52:26.940 --> 00:52:34.830

Patricia Ayres: hopefully have some help from Joe, our new cleaner nice young man probably got lots of muscles, so that should help.

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00:52:35.970 --> 00:52:44.340

Patricia Ayres: And yes, Andrea did mention already that she has moved into her office. One of the problems with that was is that

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00:52:44.910 --> 00:53:05.490

Patricia Ayres: The new office is not wired for the PLS wiring that we need the process books for them. So it was decided by Andrea and the folks from PLS that the best thing to do would be to get a new computer with a

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00:53:07.020 --> 00:53:07.770

Patricia Ayres: What is that called

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00:53:07.830 --> 00:53:18.960

Patricia Ayres: A wireless card, rather than having to put holes in drywall, ceiling, etc to accommodate the wires so that is

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00:53:19.980 --> 00:53:21.450

Patricia Ayres: What Andrea is going to be doing.

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00:53:22.950 --> 00:53:25.020

Patricia Ayres: out of Her computer budget.

538

00:53:26.130 --> 00:53:27.780

Lisa Schaertl: Thank you.

539

00:53:28.650 --> 00:53:39.570

Patricia Ayres: Things are kind of on hold until we get our new circ desk and things will change really fast. Once that happens, so any questions.

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00:53:42.990 --> 00:53:45.240

Patricia Ayres: Hearing none, I guess I'm done.

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00:53:45.270 --> 00:53:47.250

Lisa Schaertl: Thank you, Pat. Um, personnel.

542

00:53:48.270 --> 00:53:51.390

Jill Persson: Andrea. Can you pull up the personnel report from please

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00:53:52.680 --> 00:53:53.340

Jill Persson: Thank you.

544

00:53:55.860 --> 00:54:09.150

Jill Persson: So the, the big focus was the performance appraisals, um, they've all been done, including Andrea's and they're all on file in the library in the locked personnel files.

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00:54:11.400 --> 00:54:23.400

Jill Persson: We recommend the 5% increase for Andrea and then the increases for other staff we’re following Andrea's recommendations and those are listed below.

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00:54:25.560 --> 00:54:26.400

Jill Persson: And then

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00:54:31.110 --> 00:54:37.290

Jill Persson: That's been our main focus this year. Anything else that I'm missing Lisa or Kim or Pat.

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00:54:38.070 --> 00:54:44.100

Lisa Schaertl: So that's, that's pretty much complete and the report sums up our recommendations and

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00:54:46.740 --> 00:54:50.850

Lisa Schaertl: I'm also, I was very pleased, I don't know if anybody had a chance to look at the PLS budget kit.

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00:54:51.510 --> 00:54:58.260

Lisa Schaertl: It shows a lot of detail for the finances of all of member libraries in the pioneer library system and we used that when we

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00:54:58.980 --> 00:55:12.150

Lisa Schaertl: Did our last director search to try to remedy the fact that we really weren't competitive salary wise for a director, and I think that looking at it now, I feel that with the salary budget that we offer to the director and the staff.

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00:55:13.290 --> 00:55:17.850

Lisa Schaertl: Salaries benefits and, especially in terms of paid time off that we’re that we are now competitive.

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00:55:17.910 --> 00:55:20.130

Lisa Schaertl: We are competitive. So I'm pleased with that.

554

00:55:22.800 --> 00:55:30.870

Andrea Tillinghast: And another Plug to this budget kit. If you want to see what the other libraries, get in tax money or how much they receive per capita.

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00:55:32.280 --> 00:55:40.830

Andrea Tillinghast: How many. What's the size of their staff. What did the circulation look like, how many programs for what age levels. This is where you will find it.

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00:55:41.580 --> 00:55:43.230

Andrea Tillinghast: Really interesting document

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00:55:43.350 --> 00:55:47.340

Lisa Schaertl: It's a very nice document if anybody wants to push into library funding.

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00:55:48.600 --> 00:55:53.790

Lisa Schaertl: So if you go to the agenda, then I have proposed motions

559

00:55:55.140 --> 00:55:56.130

Lisa Schaertl: Regarding salaries.

560

00:55:58.320 --> 00:55:58.770

Lisa Schaertl: Anybody

561

00:55:59.220 --> 00:56:03.690

Peggy: I'll make a motion to approve the directors salary.

562

00:56:05.460 --> 00:56:16.140

Lisa Schaertl: Peggy's moved to approve the salary increase for director Andrew Tillinghast to $52,500 per year effective July 2 2020 any questions.

563

00:56:17.880 --> 00:56:18.840

Lisa Schaertl: All in favor.

564

00:56:19.470 --> 00:56:20.760

Jill Persson (and others): Aye. Aye.

565

00:56:21.420 --> 00:56:22.230

Lisa Schaertl: Any opposed.

566

00:56:23.670 --> 00:56:24.510

Lisa Schaertl: Motion carries.

567

00:56:25.920 --> 00:56:26.400

Lisa Schaertl: Next,

568

00:56:27.360 --> 00:56:32.790

Randy: I move to work to approve the staff raises.

569

00:56:34.800 --> 00:56:36.300

Lisa Schaertl: With a motion as written Randy?

570

00:56:36.900 --> 00:56:37.950

Randy: As written. Okay.

571

00:56:38.130 --> 00:56:54.960

Lisa Schaertl: So we have a motion by Randy to accept the directors recommendation for staff wage increases with a new rates as follows. K. Honchen at 14.16 per hour. P. Oslewski $14.99 per hour and Christine LaTerra $16.02 per hour effective July 2 2028 questions.

572

00:56:56.340 --> 00:56:57.000

Lisa Schaertl: All in favor.

573

00:56:57.390 --> 00:56:58.410

Jill Persson (and others): Aye. Aye.

574

00:56:59.070 --> 00:57:00.030

Lisa Schaertl: Any opposed.

575

00:57:01.380 --> 00:57:02.100

Lisa Schaertl: Motion carries.

576

00:57:03.270 --> 00:57:06.090

Lisa Schaertl: Long Range Planning or any, any other questions for the personnel.

577

00:57:07.860 --> 00:57:15.660

Lisa Schaertl: Okay, long range planning. I just wanted to note that pioneer library system has offered their help in terms of long range planning with

578

00:57:16.320 --> 00:57:25.950

Lisa Schaertl: Volunteer to help libraries create what they call an “adaptation plan,” basically, how do we adapt to the new reality of COVID 19

579

00:57:26.400 --> 00:57:30.780

Lisa Schaertl: And so in the performance appraisal process, we

580

00:57:31.320 --> 00:57:42.150

Lisa Schaertl: The Personnel Committee on the director’s appraisal added a goal for Andrea to work with the board to complete this adaptation plan by the end of the year. So that'll be something that we're going to start digging into in September, October and

581

00:57:42.600 --> 00:57:50.160

Lisa Schaertl: Basically to show what we think a library looks like during the second half, or hopefully the second part of this pandemic.

582

00:57:50.850 --> 00:57:52.620

Andrea Tillinghast: Look into the crystal ball.

583

00:57:53.100 --> 00:58:02.190

Lisa Schaertl: Exactly. Well, or, you know, it's a plan saying given what we know now, and given what we think might happen and what we don't know, what will the library services look like

584

00:58:02.430 --> 00:58:03.180

Lisa Schaertl: And so then

585

00:58:03.240 --> 00:58:04.080

Lisa Schaertl: They'll be very important.

586

00:58:05.550 --> 00:58:07.470

Jill Persson: Is there a magic eight ball. We can use somewhere.

587

00:58:08.700 --> 00:58:09.000

Patricia Ayres: Yeah.

588

00:58:09.990 --> 00:58:12.510

Lisa Schaertl: All right, any other questions on long range planning.

589

00:58:13.830 --> 00:58:17.880

Lisa Schaertl: And is there anyone who'd like to, who knows right now that they'd like to be part of that committee.

590

00:58:22.380 --> 00:58:23.610

Lisa Schaertl: Okay, well don't everybody jump.

591

00:58:25.560 --> 00:58:28.350

Lisa Schaertl: Will ask you, we’ll ask again later as the eight ball would say

592

00:58:32.640 --> 00:58:34.470

Lisa Schaertl: Alright so nominations, Pat.

593

00:58:35.190 --> 00:58:39.480

Patricia Ayres: Okay, I would like to move that we appoint Neng

594

00:58:41.340 --> 00:58:51.810

Patricia Ayres: Marquez to fill the vacancy on the board of trustees for a term expiring June 2005 in accordance with our bylaws.

595

00:58:52.740 --> 00:58:54.480

Lisa Schaertl: We have a motion. Any questions.

596

00:58:56.310 --> 00:58:57.000

Lisa Schaertl: All in favor.

597

00:58:57.660 --> 00:58:58.590

Jill Persson (and others): Aye. Aye.

598

00:59:00.090 --> 00:59:00.810

Lisa Schaertl: Any opposed.

599

00:59:02.400 --> 00:59:05.940

Lisa Schaertl: Motion carries. Congratulations, and welcome to the Board of Trustees.

600

00:59:06.180 --> 00:59:06.990

Patricia Ayres: Thank you. Welcome.

601

00:59:07.980 --> 00:59:15.030

Lisa Schaertl: And now we will swear in Neng. So there's a document there the oath of office for Neng.

602

00:59:16.110 --> 00:59:17.760

Lisa Schaertl: I think it's under nominations Andrea

603

00:59:23.670 --> 00:59:26.910

Lisa Schaertl: Neng, can you read this or would you like me to read it and have you repeat after me.

604

00:59:28.230 --> 00:59:28.770

neng Marquez: I could read it if you want

605

00:59:29.850 --> 00:59:33.750

neng Marquez: Just please. I think the better like go with you. Right.

606

00:59:35.100 --> 00:59:37.110

neng Marquez: You read I read it. Okay.

607

00:59:37.350 --> 00:59:41.280

Lisa Schaertl: Well go ahead and read it out loud, if you if you if you'd like.

608

00:59:41.730 --> 00:59:58.620

neng Marquez: Okay, I do solemnly swear that I will support the Constitution of the United States and the Constitution of the State of New York. And that I will faithfully discharge the duties of the office of Trustee

609

01:00:00.090 --> 01:00:00.720

Lisa Schaertl: Of the

610

01:00:00.930 --> 01:00:01.680

neng Marquez: of the agency Red Jacket

611

01:00:02.700 --> 01:00:04.920

neng Marquez: community library.

612

01:00:09.270 --> 01:00:18.150

neng Marquez: I'm sorry, the office of the Trustee of the red jacket Community library, according to the best of my ability.

613

01:00:18.660 --> 01:00:24.660

Lisa Schaertl: Thank you. Thank you. So you are sworn in as a trustee of the red jacket community library.

614

01:00:26.070 --> 01:00:33.960

Lisa Schaertl: We need you to print this form and sign it and have it notarized and then return it to the library and you can put it in the Dropbox.

615

01:00:35.010 --> 01:00:35.220

neng Marquez: Right.

616

01:00:36.630 --> 01:00:44.280

Lisa Schaertl: Okay. And if you need help with that. Call me or Peggy and we can help you figure out how to get it notarized signed a notarized okay

617

01:00:45.270 --> 01:00:45.600

Andrea Tillinghast: All right.

618

01:00:46.320 --> 01:00:50.130

Andrea Tillinghast: You can do it in Canandaigua national bank where we have our account or either

619

01:00:50.850 --> 01:00:51.390

Says,

620

01:00:52.590 --> 01:00:58.620

Jill Persson: The short the Manchester branches not opening because they don't have a separate lobby.

621

01:00:59.100 --> 01:00:59.700

Lisa Schaertl: They will

622

01:00:59.790 --> 01:01:01.200

Lisa Schaertl: They'll do it by appointment, though, Jill.

623

01:01:01.230 --> 01:01:01.530

Lisa Schaertl: If you

624

01:01:01.560 --> 01:01:02.820

Lisa Schaertl: call them and ask for an appointment.

625

01:01:02.820 --> 01:01:04.530

Lisa Schaertl: With a notary, they will do that for you.

626

01:01:05.280 --> 01:01:05.670

Andrea Tillinghast: Mm hmm.

627

01:01:06.750 --> 01:01:16.980

Lisa Schaertl: Okay, very good. And I should let both you and Dustine know this bottom half of this oath of office that you've taken is you have to sign both places.

628

01:01:17.460 --> 01:01:28.020

Lisa Schaertl: This public officers’ law certificate. This certifies that we've given you a copy of the public officers law document. It's also on drive right next to where your oath is

629

01:01:30.480 --> 01:01:38.550

Lisa Schaertl: It's a long, detailed document and none of it really applies to library trustees, but you have to sign that you have received it. Okay.

630

01:01:40.410 --> 01:01:40.950

neng Marquez: Thank you.

631

01:01:41.430 --> 01:01:52.950

Lisa Schaertl: Okay. Thank you. Welcome. Um, I put on the agenda, I put no unfinished business. But we actually do have, I'd like to mention that we pat is leading new trustee orientation.

632

01:01:53.670 --> 01:02:03.480

Lisa Schaertl: For Neng and Dusty and any existing trustees old trustees are welcome to join as well. She'll let you know when the next scheduled meeting is and I

633

01:02:04.950 --> 01:02:08.280

Lisa Schaertl: Think the next topic is how to use drive so maybe we’ll all go

634

01:02:11.310 --> 01:02:12.750

neng Marquez: I just opened the drive.

635

01:02:14.670 --> 01:02:19.830

Lisa Schaertl: Question for you, Dusty and Neng were you able to access the documents on drive when I sent you that link.

636

01:02:19.950 --> 01:02:21.000

Dustine: Yes,

neng Marquez: yes.

637

01:02:21.150 --> 01:02:37.410

Lisa Schaertl: Good, good. And our process is that we try to get the agenda and all of most of the read ahead documents up onto the drive one week before the meeting so that people have a chance to read and review. It's not always that early but we do try

638

01:02:39.240 --> 01:02:59.160

Lisa Schaertl: Right, new business all trustees, the director and the treasurer are required to annually read this policy 200-4 and submit a signed annual statement before our next meeting. So please do that drop your sign form in the book drop or scan and email to the director

639

01:03:01.380 --> 01:03:09.810

Lisa Schaertl: Likewise, all new trustees are required to read the policy 500-2 and submit assigned whistleblower policy acknowledgement form before our next meeting.

640

01:03:10.170 --> 01:03:19.050

Lisa Schaertl: Again sign them and drop them in the book drop or scan and email them to the director. Does anyone have any questions about how to get those two forms signed and turned in.

641

01:03:22.680 --> 01:03:28.200

Lisa Schaertl: Very good. I have no correspondence or communications. Does anyone have anything to add.

642

01:03:31.080 --> 01:03:34.110

Andrea Tillinghast: Our donations are coming in every of can read

643

01:03:35.370 --> 01:03:35.850

Lisa Schaertl: What was that?

644

01:03:37.140 --> 01:03:40.830

Andrea Tillinghast: donations are coming in in memory of Ken Reeves. So just to let you

645

01:03:41.460 --> 01:03:43.050

Patricia Ayres: Oh, thank you. Very good. Great.

646

01:03:44.580 --> 01:03:50.040

Lisa Schaertl: Also pat asked me to mention that Jill had a great idea that we should

647

01:03:50.520 --> 01:03:59.400

Lisa Schaertl: Normally we would have written a card and had cake for Roxie after 10 years as a trustee, but since we haven’t been meeting. We haven't done that. So just remind everybody who served with Roxie to

648

01:03:59.790 --> 01:04:06.750

Lisa Schaertl: Send Jill, a couple lines that you would have put in the card and Jill will give Roxie a card.

649

01:04:06.810 --> 01:04:12.810

Jill Persson: Yep. Okay. I purchased the card already so when I get all the emails I will put them in there.

650

01:04:13.290 --> 01:04:14.760

Patricia Ayres: Very good. Thank you Jill.

651

01:04:15.450 --> 01:04:16.140

Jill Persson: You're welcome.

652

01:04:16.500 --> 01:04:20.820

Lisa Schaertl: So with that, I'm going to call the meeting adjourned at 8:09 and I'm going to stop the recording.